

MAJOR DUTIES AND RESPONSIBILITIES

1. Receives requiring offices' procurement requests from unit supervisor through Ariba, verifies completeness and correctness, and contacts customers for clarification as necessary. Determines type of action and identify source for the acquisition of item or service. From thereon closely monitors each step of the procurement process from the initial request to the final closeout. These duties include:

a. Assistance to requiring sections/agencies in developing clear and concise specifications or statements of work (SOW) for goods/services needed. Drafts basic specifications packages (RFQs) and obtains supervisor review/approval, as appropriate, requests quotations, prepares price comparison charts, provides price analysis and recommends best offer within the lowest price/technically acceptable (LPTA) frame for award consideration.

b. Assists unit supervisor with/or negotiates quotations and arranges deliveries or performance with vendor and requiring offices for actions under incumbent control.

c. Prepares purchase orders, requisitions, Credit Card orders, BPAs, etc. for STATE and ICASS agencies as appropriate for the acquisition of a wide range and mid complex unclassified purchases of commodities such as office/maintenance/medical supplies, office and residential furniture, furnishings, equipment, vehicles and auto parts, publications, services (cell-phone, Internet, car insurances, interpreters), etc. for more than \$700 thousand annually. Makes sure the FAR requirements are fulfilled.

- Credit Card: holder of an official government credit card with a \$3,000 per transaction purchase authority limit (\$50,000 monthly - \$600,000 yearly).

- Performs constant follow-ups with vendors and reviewing order folders to ensure timely performance and completion of delivery schedules, identify mis/nondeliveries, etc.

- Processes timely claims with vendors for non-received or defective goods or services and negotiates/arranges for replacement/re-performance, refunds etc. as appropriate

d. Manages the BLANKET PURCHASE AGREEMENT (BPA) program. Identifies needs and arranges with vendors the institution of the BP agreement and procedures. Prepares the BPA, sets the \$ limits in coordination with unit supervisor, requiring office and GSO. Obtains the required signature and advises the CO, requiring offices, FMO and vendors of the beginning of the program. Keeps the whole BPA program current and running. Arranges with all parties the close of old/unused BPAs. Controls funds usage rates for each BPA and advises the procurement supervisor, COR and B&F when funding or other related situation arises. Performs with the GSO the annual BPA program assessment/review and obtains GSO's signature.

2. Funds & Payment: Exercises control over the liquidation of funds obligated on each Order under his/her control to ensure fund allotments are not exceeded and de-obligates excess balances. Working closely with customers, B&F personnel and vendors. Process payments: receives invoices, verifies completeness/correctness and upon GSO/CO's approval transmits them to the FMO for payment.

3. Files & Tracking: Maintains the procurement records of actions under incumbent control. Makes sure each file contains the proper documentation. Tracks the status of progress of all unit (over 500) procurement orders annually.
4. Develops and maintains up to date vendor source information for a wide range of supplies and services. Works with GSA, RPSO, A/LM Supply liaison and other government agencies for the acquisition of commodities or services.
5. Reports: Assembles information and prepares the quarterly SCAR (Summary Contracting Action Report) report (for actions less than \$3,000) for the S/FPDS (Federal Procurement Data system) and other procurement reports as necessary.
6. Upon Unit or Assistance Supervisor absences provides daily work guidance to the Local Procurement Clerk with regard to procurement request interpretation, customer services, etc. May assume the Local Purchase Agent functions as necessary.
7. Provides a high level of customer services support, assistance and information to all customers in connection with all services listed above.